

ATTACHMENT 4 – VALID REASON CODES FOR EXCEPTIONS TO THE CITY PAIR PROGRAM AND USE OF OTHER THAN COACH CLASS

The following coded information is designed to assist us in our data collection efforts of reasons for travel and justification of premium class transportation.

Reason Code	FTR Mandated Reason code for non-use of contract city pair fare usage:
C0	Contract fare used or No contract fare exists for city-pair market
C1	Space on a scheduled contract flight is not available in time to accomplish the purpose of travel.
C2	Use of contract service would require traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip.
C3	The contract carrier's flight schedule is inconsistent with explicit policies of individual federal departments and agencies where applicable to schedule travel during normal working hours
C4	<p>A non-contract carrier offers a lower fare to the general public that, if used, will result in a lower total trip cost to the Government (the combined costs of transportation, lodging, meals, and related expenses considered)</p> <p>[Note: This exception does not apply if the contract carrier offers the same or lower fare and has seats available at that fare, or if the fare offered by the non-contract carrier is restricted to Government and military travelers performing official business and may be purchased only with a contractor-issued charge card, centrally billed account (e.g., YDG, MDG, QDG, VDG, and similar fares) or GTR where the two previous options are not available.]</p>
C5	Cost effective rail service is available and is consistent with mission requirements
C6	Smoking is permitted on the contract air carrier and the nonsmoking section of the contract aircraft is not acceptable to traveler.

FTR MANDATED JUSTIFICATION CODES FOR USE OF OTHER THAN COACH CLASS:

	JUSTIFICATION CODES FOR "FIRST CLASS" AIR TRAVEL
F1	No coach-class accommodations are reasonably available (within 24 hours of proposed departure or arrival time)
F2	Traveler has an agency-certified medical disability or other special need
F3	Traveler's agency has determined that exceptional security circumstances exist
F4	Required because of agency mission, consistent with agency's internal procedures pursuant to §301-70.102(i)
	JUSTIFICATION CODES FOR "BUSINESS CLASS" AIR TRAVEL
B1	Traveler has an agency-certified medical disability or other special need
B2	Traveler's agency has determined that exceptional security circumstances exist
B3	Coach-class accommodations on an authorized/approved foreign air carrier do not provide adequate sanitation or health standards

B4	No "Coach Class" accommodations are provided for regularly scheduled flights between origin and destination points
B5	Traveler's transportation costs are paid in full through agency acceptance of payment from a non-Federal source
B6	Traveler's origin and/or destination are/is OCONUS and the scheduled flight time (including stopovers and change of planes) exceeds 14 hours
B7	This will result in an overall cost savings to the Government by avoiding additional subsistence costs, overtime, or lost productive time
B8	No space is available in coach-class accommodations in time to accomplish traveler's mission, which is urgent and cannot be postponed
B9	Required because of agency mission, consistent with agency's internal procedures

	FTR MANDATED JUSTIFICATION CODES FOR "NON-USE OF U.S. FLAG AIR CARRIER"
R1	Use of a foreign air carrier is determined to be a matter of necessity in accordance with FTR §301-10.138
R2	The transportation is provided under a bilateral or multilateral air transportation agreement to which the United States Government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act.
R3	Traveler is an officer or employee of the Department of State, United States Information Agency, United States International Development Cooperation Agency, or the Arms Control Disarmament Agency, and travel is paid with funds appropriated to one of these agencies, and travel is between two places outside the United States.
R4	No U.S. flag air carrier provides service on a particular leg of the route, in which case foreign air carrier service may be used, but only to or from the nearest interchange point on a usually traveled route to connect with U.S. flag air carrier service.
R5	A U.S. flag air carrier involuntarily reroutes travel on a foreign air carrier.
R6	Service on a foreign air carrier would be three hours or less, and use of the U.S. flag air carrier would at least double en route travel time.
R7	Costs of transportation are reimbursed in full by a third party, such as a foreign government, international agency, or other organization.
R8	International Travel - Use of U.S. flag air carrier (nonstop) service would extend travel time, including delay at origin, by 24 hours or more.
R9	International Travel - No U.S. flag air carrier (nonstop) service available. U.S. flag air carrier service available on one or more portion of the route but use of such service (on one or more of these portions) when compared to using a foreign air carrier, would (a) Increase the number of aircraft changes traveler must make outside of the U.S. by 2 or more; or (b) Extend travel time by at least 6 hours or more; or (a) Require a connecting time of 4 hours or more at an overseas interchange point
R10	Travel is between two places outside the United States - U.S. flag air carrier provides service between my origin and my destination but when compared to using a foreign air carrier, such

	use would either (a) Increase the number of aircraft changes traveler must make en route by 2 or more; or (b) Extend travel time by 6 hours or more; or (c) Require a connecting time of 4 hours or more at an overseas interchange point
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	JUSTIFICATION CODES FOR “OTHER THAN COACH CLASS” TRAIN TRAVEL
	<i>* If a train only has two classes of accommodations available, i.e., first and business class, then the business class is deemed to be classified as coach-class for purposes of official travel</i>
T1	No coach-class accommodations are reasonably available (within 24 hours of proposed departure or arrival time)
T2	Traveler has an agency-certified medical disability or other special need
T3	Traveler’s agency has determined that exceptional security circumstances exist
T4	Coach-class accommodations on an authorized/approved foreign rail carrier do not provide adequate sanitation or health standards
T5	Required because of agency mission, consistent with agency's internal procedures
	JUSTIFICATION CODES FOR “EXTRA FARE” TRAIN TRAVEL
	<i>* A train that operates at an increased fare due to the extra performance of the train (i.e., faster speed or fewer stops).</i>
T6	Traveler’s agency has determined that it is more advantageous to the Government
T7	Traveler’s agency has determined that it is required for security reasons

	JUSTIFICATION CODES FOR “OTHER THAN LOWEST FIRST CLASS” SHIP TRAVEL
	<i>* Lowest first-class is the least expensive class of reserved accommodations available on a ship</i>
S1	Lowest first class accommodations are not available
S2	Traveler has an agency-certified medical disability or other special need
S3	Traveler’s agency has determined that exceptional security circumstances exist
S4	Required because of agency mission, consistent with agency's internal procedures